

Graduate Special Education Lab Placement Request Form

Procedure for securing a field experience placement:

1. **DO NOT CONTACT A SCHOOL ON YOUR OWN.** There is a procedure in place for contacting schools and arranging placements. Building Coordinators and administrators will redirect you to the university if you contact them.
2. In order to request a placement, **you must commit to complete a minimum of 30 field experience hours at the school** per semester. A request will not be made for less than 30 hours in recognition of the efforts involved securing the placement by the teacher, school, and university. You will complete 30 hours **per course** at the assigned placement.
3. Field placements **will not** be made for students who do not turn this sheet in to Dr. Hogan by the **2nd week of class.**

Name _____

Student ID _____

ASU e-mail address _____

Phone Number_(_____)_____

Please mark which courses you are enrolled in **this** semester

____ 6001

____ 6003

____ 6004

____ 6006

____ 6009

____ 6010

____ 6011

____ 6205

I am also taking SPED 4002 _____ yes _____ no

Circle Degree: MEd MAT

Advisor _____

County you would prefer to complete your field experience hours: Identify 1st, 2nd, and 3rd choices

Burke _____ Columbia _____ Jefferson _____ McDuffie _____ Richmond _____ Warren _____

List all schools and grade levels in which you previously completed field experience hours:

Elementary:

Middle:

High:

List all schools in which your children/relatives presently attend/work.

While every effort will be made to secure a placement in the requested county, there is no guarantee that this can occur.

**Submit this form to the Dr. Hogan
Department of ELCSE
UH #322**